

# Logging In

## 1 Introduction

The Department of Energy's (DOE) Office of Science (SC) Portfolio Analysis and Management System (PAMS) is SC's web-based system for managing proposals and subsequent financial assistance awards (grant and cooperative agreements).

Whether you need to submit a Letter of Intent (LOI), Proposal, Revised Budget or Review you must first login to your PAMS account.

The purpose of this document is to provide step-by-step instructions for users to follow to log in to their external PAMS account.

## 2 Prerequisites

Before a user can log in to his or her external PAMS account, the following criterion must be met:

- The user has an existing external PAMS account.

## 3 Logging In to PAMS


Use the following steps to log in to your external PAMS account.

1. Navigate to the External PAMS login page at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (*Figure 1*).

The screenshot displays the 'Existing User Login' page of the PAMS system. The page features a header with the U.S. Department of Energy logo and the title 'Portfolio Analysis And Management System'. Below the header, there are navigation tabs for 'Login' and 'Existing User'. The main content area is titled 'Existing User Login' and contains a form with fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Password' and 'Forgot Username'. To the right of the login form, there is a 'New User Registration' section with links for 'Search Solicitations' and 'Create New PAMS Account', and an 'Other Links' section with links for 'Award Search', 'Recommended Settings', 'Contact Us', and 'PAMS User Guide'. At the bottom of the page, there is a 'System Use Notification' section that states: 'You are accessing a US Government Information System, which includes servers, network devices, and storage media. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: • You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. • Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.' The footer of the page includes links for 'Acceptable Use Policy', 'Viewers And Players', 'Contact Us', and 'PAMS External User Guide', along with product and platform information: 'Product: PAMS | Platform R: 3.1.226 | Build R: 1.6.218 | Environment: PR2016 (R2)'.

Figure 1. PAMS External Login

2. Enter your username in the "Username" field in the Existing User Login section.
3. Enter your password in the "Password" field in the Existing User Login section.
4. Click "Login", or hit the Enter key on your keyboard. PAMS will navigate you to your PAMS External homepage (*Figure 2*).



U.S. DEPARTMENT OF

**ENERGY**

Office of Science

Portfolio Analysis And Management System

[Username] ▾

Logout

Home

Tasks

Proposals

Awards

Institutions

Welcome

Recently Accessed

Input Registration Code

Friday 6<sup>th</sup> September 2019 01:16:59 P.M.

Tasks Assigned To You

All Tasks	0
Tasks with a deadline	0
Review Proposal(s)	0
Applicant Tasks	0
Awardee Tasks	0
Due within 30 days	0
Late	0
Tasks without a deadline	0

Common Actions

For Applicants

- View My Letters of Intent
- View My Preproposals
- View My Proposals
- Submit Revised Budget
- View/Respond to Solicitations
- Submit Public Abstract
- Submit Renewal Proposal Products

For Awardees

- Submit Progress Report
- Submit Commercialization Survey
- View My Awards

For Reviewers

- Review Proposal(s)

For All Users

- Input Registration Code
- Register to Another Institution
- View/Update Profile
- User Guide

Figure 2. PAMS External Homepage